
CMS Videoconferencing Services

User 's Guide



CMS Videoconferencing
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Introduction

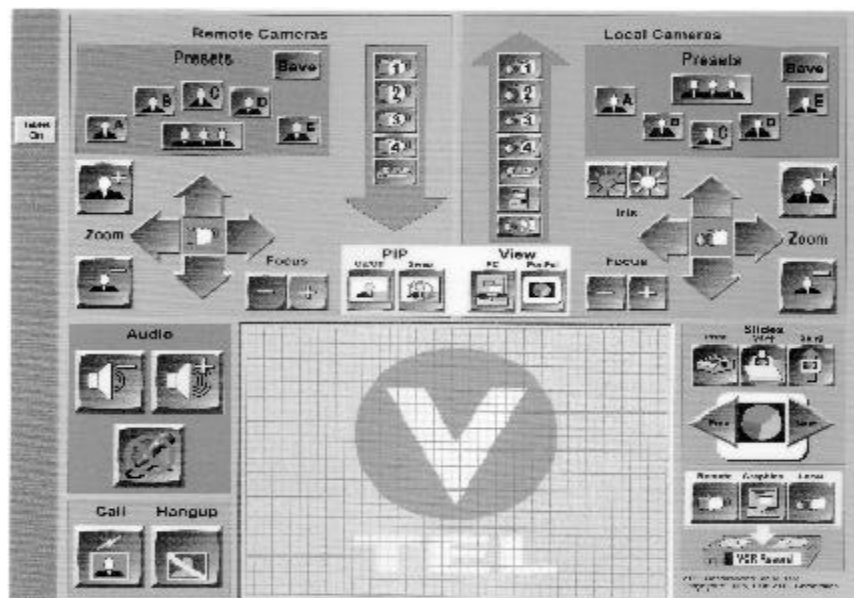
CMS videoconferencing facilities are equipped with VTEL's Enterprise Series TC2000. The Enterprise Series TC2000 is a PC-based system that lets you incorporate Windows 95 software programs into your meeting and share them with all participating sites. AppsView software allows you to control the system by using a keyboard and mouse or an electronic tablet and pen. Most users prefer using the electronic tablet and pen because of the tablet's graphic overlay. Therefore, this user's guide explains how to perform most functions by using the electronic tablet and pen.

Using the Electronic Tablet and Pen

The tablet overlay allows you to simply control the cameras, audio, and applications of the VTEL system by using the tablet's pen to press the corresponding function buttons on the tablet. To select a function, place the pen on the corresponding button and press down once.

The tablet separates the control functions into four, color coded groupings:

- Blue = Remote Cameras
- Green = Local Cameras
- Yellow = Local View
- Orange = Calling and Hanging-up



Camera Controls

CMS videoconferencing rooms are equipped with three cameras: a main camera, a lecture camera, and a document camera. The main camera and lecture camera have full pan/tilt/zoom capabilities while the document camera can only zoom in or out. All three cameras can be controlled from either the local or remote site. (If you're videoconferencing in a point-to-point conference.)

Each room has two monitors mounted in the wall in front of the conference table. The right monitor is the Local Video monitor and displays the video image being transmitted by the local site. The left monitor or Remote Video monitor displays the incoming video from the remote site.

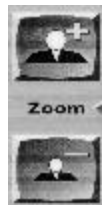
Cameras/Video Source

The tablet overlay separates the local and remote camera control/video source. Selecting options in the green area will affect cameras at the local site, while selecting options in the blue area will affect cameras at the remote site. Cameras are numbered as follows:



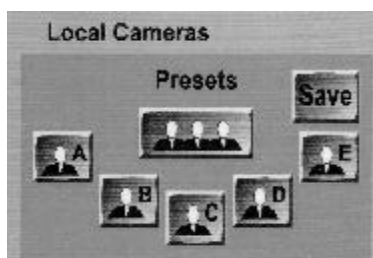
1. **Main Camera** - provides the front view.
 2. **Lecture Camera** - provides a view from the back of the room so someone lecturing can stand facing meeting participants in the local meeting room while facing the camera sending the image to the remote site. The lecturer maintains eye contact with both the local and remote sites.
 3. **Scan Converter** - connects a separate PC to the system.
 4. **Document Camera** - a ceiling mounted camera that projects an image of a document placed on the conference table directly beneath the camera.
- VCR Feed** - sends video from a VCR playing at the local site to the remote site.
- PC** - sends the image on the local site's PC screen to the remote site.
- Video Privacy** - Mutes the outgoing video and audio so the remote site does not see or hear the muted site.

Camera Controls



Zoom -

Zoom +



Moving the Cameras

Save

A

E

Camera Controls

Using the Touch-to-Talk Tabletop Microphones

The Main Camera at the local site can also be controlled by using the Touch-to-Talk Microphones located on the conference table. There are four microphones spaced out **My Turn** button. Pressing the **My Turn** button moves the camera to the person seated behind the microphone.

1. Lightly push the **My Turn** button.

Note: These microphones are sensitive and if you push too hard or slide the microphones on the table, the remote site will hear it as a distracting noise.

Using the Beetles

Located on the chairs lining the conference room back wall are three remotes called Beetles. Each Beetle is labeled with a **My Turn** button that moves the Main Camera at the local site to the person seated in the corresponding chair.

1. Push the **My Turn** button.

Note: Moving around in the room and pressing the **My Turn** button will not bring the camera to your location. Each Beetle is labeled A, B or C on the back. A is programed for the first two chairs closest to the door, B is programed for the middle chairs, and C is programed for the chairs furthest from the door.

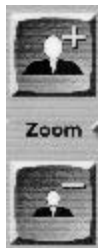
Camera Controls

Document Camera

The **Document Camera** (Camera Four) enables you to send video of documents. To send video images of documents:



1. Press the **Camera Four** button in the green Local Cameras area. Whatever is under the document camera appears on the local monitor and is sent as a live shot to the remote site.



2. Align your object beneath your document camera.
3. Press the **Zoom +** or **Zoom -** buttons to zoom in or out as necessary.

Note: The document camera is not designed to send large blocks of text. Documents prepared in landscape orientation with large text (14 points or greater) are the most readable.

Working With Slides

VTCL's PenPal for Windows option lets you capture and save video images as slides. You can use the slides to create presentations, which you can then show during videoconferences. You can also import Microsoft PowerPoint presentations to include in your videoconferences.



To display the PenPal for Windows application, press the **PenPal** button.

When PenPal is opened, the PenPal toolbar automatically appears along the left hand side of the Local Video monitor.

If the PenPal toolbar has disappeared, click the black button on the barrel of the pen to bring it back onto the screen. (Do not press down on the pen.)



Rotates PenPal Toolbar

Hides PenPal Toolbar

Working With Slides

Creating Slides

To preview and send frozen graphics (still images with higher resolution than video):



1. Display the image to be captured as a slide on the Local Video monitor.
2. Press the **Send** button in the Slides area. The image is captured as a slide.
3. Press the **Save** button in the Slides area.

Saving Slides



1. Press the **Save** button in the Slides area. The Save Slide window opens.
2. Accept the displayed slide tray or select a different tray from the drop-down list.
3. Accept the displayed slide name or enter a different name in the Slide Name field. (If you accept SLIDExxx as the slide name or if you enter another name that ends with xxx, PenPal incrementally increases the number of each slide you save)

Printing Slides



1. Press **Local** in the VCR Record area.
2. Press the **Print** button on the video printer located in the cabinet in the back of the room. The image on the Local Video Monitor will be captured and printed.

Working With Slides

Clearing a Slide From the Screen

When PenPal is opened, the PenPal toolbar automatically appears along the left hand side of the Local Video monitor.

1. If the PenPal toolbar has disappeared, click the black button on the barrel of the pen to bring it back onto the screen. (Do not press the pen down on the tablet.)



2. Click the **Rotate Toolbars** button to rotate the PenPal toolbars once.

2. Click the **Whiteboard** button and the slide is erased.

Annotating Slides Using the Pencil

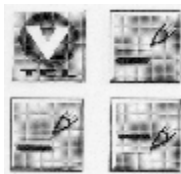
1. Display a slide following the directions outlined in **Creating a Slide** and send the slide to the remote sight by pressing the **Send** button in the Slides area of the tablet overlay.



2. From the PenPal toolbar, click the **Draw** button. The cursor changes into a pencil.

3. Write using the pencil by lightly pressing and writing with the electronic pen in the grey VTEL graph area of the tablet.

Changing the Line Thickness



1. Press the PenPal **Rotate Toolbar** button once.

2. Press the **Line Thickness** button to move the pencil to the thin line or the thick line.

Working With Slides

Using the Keyboard to Type



1. Press the PenPal **Rotate Toolbar** button once.
2. Click the **Text** button.
3. Move the cursor over the grey graph area to where you want to add text, press down with the pen.
4. Begin typing with the keyboard.

Changing the Type Size



1. Click the **Rotate Toolbars** button to rotate the PenPal toolbar until you see the **Font Size** button.
2. Click the **Font Size** button to move the pencil to the size you want.

Changing the Color of Annotations



1. Click the **Rotate Toolbars** button to rotate the PenPal toolbars until you see the **Color** button.
2. Click the **Color** button and select a color from the Color Options toolbar.

Working With Slides

Clearing Annotations

To remove only a portion of your annotations without removing them all, use the **Eraser** button:



1. Click the **Rotate Toolbars** button to rotate the PenPal toolbars until you see the **Eraser** button.
2. Click the **Eraser** button.
3. Using the electronic pen as an eraser, press lightly on the grey area of the tablet overlay and erase the desired text.

Clearing All Annotations From the Image



1. Click the **Rotate Toolbars** button to rotate the PenPal toolbars until you see the **Clear Annotations** button.
2. Click the **Clear Annotations** button. All annotations on the slide disappear, but the slide image is still displayed.

SMART Board

SMART Board is an electronic whiteboard which uses standard dry erase color markers, same as an ordinary whiteboard. As you begin marking on SMART Board, participants at both the local and remote site see your notes on their monitors through PenPal.

The pen tray holds the color markers and eraser. Sensors detect which tool (marker or eraser) you last removed from the tray. If you pick up the blue marker and begin writing, your notes will appear in blue ink.

Using SMART Board

1. Press the **Start/Clear All** button at the right of the pen tray.
2. Begin writing with the provided markers.
3. To erase small areas, use the corner of the eraser.
4. To erase the entire board and monitor, press the **Start/Clear All** button and erase all marker ink.

Using PenPal with SMART Board

Both the remote and local sites can annotate on text written on the SMART Board by following the steps outlined in **Annotating Slides**.

Note: This annotation features is only available when conferencing between the CMS Springfield and Chicago meeting facilities. Or, if conferencing with another VTEL system loaded with the PenPal Graphics Option.

Advanced Options

The VTEL Enterprise Series TC2000 system has many more advanced features including document sharing and data collaboration. Meeting participants can:

1. Present, create or update Microsoft Excel spreadsheets, Microsoft PowerPoint presentations or Microsoft Word documents.
2. Any Windows 95-based software can be loaded onto the VTEL system and incorporated with your videoconference.

To learn more about incorporating these features into your meeting, please call Melissa Camille 217-557-9400 to schedule a training session.

Tips for Effective Videoconferencing

The following tips are offered for promoting courteous and effective videoconferencing:

Put Conference Participants at Ease

Remember that it is easier to put others at ease when you are prepared and relaxed. Therefore, familiarize yourself with the videoconferencing system and prepare an agenda before your videoconference.

Conference Seating

Attempt to seat the more active participants of the meeting at the table. Though the conference camera can cover almost all locations of the room, it will be less distracting if time was not spent scanning from separate sides of the room or from person to person.

Introduce All Conference Participants

Introduce everyone at both ends of the conference, even people who are not in camera range. If additional people join a conference while it is in session, take time to introduce them.

Avoid Unnecessary Noise

The microphones are multidirectional and can easily pick up noise from several locations in the room. Noise such as tapping of fingers on the table, shuffling of papers, snapping gum, coughing, squeaking of rocking chair, and whispering will be picked up and in some cases override the person speaking. Please make note that care should be taken not to distract from the person speaking.

Don't Shout

The microphones can easily pick up the sounds of conversation, so there is no need to shout. Use the same voice you would use to converse across a large conference table.

Be Courteous to your Calling Party

When you wish your calling party to view information, confirm with them that they are seeing what you want them to see.

Use Mute with Reason

Be aware that muting your microphones to enter into private conversation is the equivalent of whispering. Therefore, use mute sparingly, and request your remote site's permission before using.

Tips for Effective Videoconferencing

Share Materials with All Sites

Share with all sites any written, graphical or computerized information to be used during the meeting. The information can be sent to participants in advance, or transmitted during the meeting using the document camera, computer conferencing or the fax machine.

Keep All Sites Involved

Periodically direct comments and ask questions of people at all sites to encourage participation.

Clothing

Clothing patterns and colors will contribute a large amount to the quality of the video. Avoid clothes with lots of designs or patterns. Plain, solid outfits with bold bright colors, except pure white, black, and red, look the best.